



# Attendance Policy

## January 2018

### Policy Review

This policy was adopted and agreed by the Governing Body on 25<sup>th</sup> January 2018 and will be reviewed in full by the Governing Body every 2 years.

It is due for review in the Spring term 2020 (up to 2 years from the above date).

Signature

Headteacher

Date: 25<sup>th</sup> January 2018

Signature

Chair of Governors

Date: 25<sup>th</sup> January 2018

### **Revision Record**

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2018	SF	FGB	
2	March 2018	SF		Designated Child Protection Lead (DCPL) updated to Designated Safeguarding Lead (DSL) following advice from LADO
3				

***All the governors and staff of Broadlea Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.***

## Contents

1. Aims
  2. Legislation and guidance
  3. School procedures
  4. Authorised and unauthorised absence
  5. Strategies for promoting attendance
  6. Attendance monitoring
  7. Roles and responsibilities
  8. Monitoring arrangements
  9. Links with other policies
- Appendix 1: attendance codes
- .....

## Rationale

Attendance has long been recognised as being fundamental to attainment. Regular attendance and punctuality are top priorities with staff and Governors at Broadlea. We seek to ensure that all our pupils receive a full-time education which maximises opportunities for learning.

We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

We have an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and we will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Throughout this policy, the term 'parent' refers to all persons with legal responsibility for the child.

### 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Adopting a zero-tolerance approach to school absence by effectively supporting, monitoring and challenging absence of pupils to ensure children and young people have maximum opportunities for learning
- Promoting good attendance and reducing absence, including persistent absence to achieve our target of 96%
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### 3. School procedures

#### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.00am. The register for the second session will be taken at 1.00pm and will be kept open until 1.15pm

#### 3.2 Unplanned absence

Parents must notify the school by telephone call to the school office on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.30am or as soon as practically possible (see also section 6). Parents must maintain contact throughout the absence.

When a child is absent unexpectedly the class teacher will record the absence in the register. Registers are checked in the school office and staff will contact a parent or guardian if the parent has not informed the school. If the school has been unable to make contact with the parent(s) of an absent child by 12 mid-day, and there are welfare concerns for the child, the school will take whatever actions it deems necessary to safeguard the child.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

A doctor's letter, medical card or text from the doctor/hospital must be given to the school office prior to the day of a planned medical appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school administrator is responsible for monitoring of attendance and following up absences in the appropriate manner.

- If there is a concern about a child's lateness they will contact the Family Liaison Officer in the first instance and, if required, follow it up with the Education Welfare team.
- The FLO & EW will liaise to ensure that appropriate information is shared & the EW will be invited to TAF, CAF, CIN & CP meetings where appropriate.
- The school administrator will produce late reports and meet at least monthly with the Education Welfare Officer. The Family Liaison Officer and Headteacher will be made aware of any specific concerns that are raised as a result of these meetings.
- The appropriate action to be taken for each case will be decided on with support from EW.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If a child has a repeated number of unauthorised absences the school will take action in line with school protocols, schedules and thresholds (Appendix 2). Parents may be invited to a meeting with the Headteacher and/or FLO and Educational Welfare Officer (EWO) for a formal School Attendance Meeting (SAM).

Social Services will be contacted if a child on the Child Protection register has not attended school and no contact has been received.

### **3.6 Reporting to parents**

We will report to parents on their child's attendance record annually in the written end-of-year report and verbally at parent consultation evenings.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result, for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

If parents wish to apply for a leave of absence for their child in term time, parents will need to complete an absence request form (Appendix 3) and return it to the school office at least 14 days prior to the date required. School will respond to the request within one week.

If the Head teacher deems that the reasons for the request are exceptional and authorises the absence, a letter confirming that the request has been authorised will be sent to the parent.

If the Headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parent(s) of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent.

If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an Unauthorised absence on the pupils register and will be referred to the Education Welfare Officer (EWO) for consideration and could result in the issue of a fixed penalty notice.

### 4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. More information can be found here:

[www.iwight.com/council/OtherServices/Attendance-at-School/Education-Fixed-Penalty-Notices](http://www.iwight.com/council/OtherServices/Attendance-at-School/Education-Fixed-Penalty-Notices)

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

## 5. Strategies for promoting attendance

Regular, punctual attendance is valued and positively encouraged for all of our pupils.

Children whose attendance is good will be rewarded regularly through weekly class attendance certificates for 96%+ attendance, highest attendance for the Key Stage and 100% attendance for the class. Certificates are issued in celebration assemblies weekly and are exchangeable for half termly class rewards chosen by the pupils.

100% attendance is also recognised and celebrated termly for individual pupils.

## 6. Attendance monitoring

The Education Welfare Officer monitors pupil absence on a fortnightly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to call the school each day a child is ill.

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving the Education Welfare Officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school tracks attendance of individual pupils whose attendance is below 96%, and children whose pattern of absence may be a cause for concern. The office team, Family Liaison Officer, Education Welfare Officer and Headteacher monitor and evaluate the attendance of children identified as being in need of intervention and support.

## 7. Roles and responsibilities

### 7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

**Esther Booth** is the nominated Safeguarding Governor. The Safeguarding Governor's role also covers attendance.

Attendance issues are reported at least termly to the Governing body.

### 7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

In this school, the **Designated Safeguarding Lead** is **Sharon Freeley** (Headteacher), and the **Deputy DSLs** are **Stefan Hopper** (SENDCo), **Elizabeth Chambers** (Deputy Headteacher) and **Macala Graham** (Family Liaison Officer). **Esther Booth** is the nominated Safeguarding Governor. The Governor's safeguarding role also covers attendance.

Mrs Freeley has responsibility for attendance issues, and works closely with all the Deputy DSLs, where there are attendance concerns.

### **7.3 The attendance officer**

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

Mrs Mandy Ringer, Office Manager and Ms Macala Graham, Family Liaison Officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

### **7.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **7.5 Office staff**

Office staff are expected to take calls from parents about absence and record it on the school system. This must include a clear and specific reason for the absence rather than a generic reason, such as 'illness'.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy should be read in conjunction with the school Child Protection & Safeguarding Policy (July 2017). This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Attendance protocols, schedules and thresholds

What	Frequency	Who	Follow up
Pupils arriving late - record in bound Late Register with reason.	Daily	Office	Reviewed weekly to identify patterns.
First day call to parents where child is absent and notification of absence has not been received. If unable to contact the families of vulnerable pupils (e.g. LAC, CIN, CP, Young Carers) admin to refer to FLO	Daily As identified	Office	FLO to advise HT as identified.
Urgent request for EWS via EWS duty worker to undertake home visit where a student is absent and evidence suggests student is on holiday.	As identified	Office/FLO	FLO to advise HT as identified.
Pupils arriving late three times in a fortnight - Stage 1 late letter. Minutes late report to track lateness.	Fortnightly	Office	Review fortnightly.
Broken weeks report: 3 or more separate absences within a rolling 6 week period (whether authorised or unauthorised) to trigger action by school (Stage 1, 2, 3 or fast track to EWS). In September, review broken weeks report in week 3 to monitor potential absence patterns.	Every 4 weeks	Office	
Attendance (whole school) to be updated on website and School App alongside target. Attendance (classes) to be updated on School App. (To be put in place by end Autumn 1)	Weekly	Office	
FPN process implemented for unauthorised leave of absence as soon as child returns to school.	As identified from weekly reports	Office	
Attendance below 96% - send Stage 1a letter after first half term.	Half termly	Office	Monitor and review fortnightly.
Attendance below 94% - FLO to phone home to discuss if there are any issues, warn what will happen if attendance falls below 90% and to set a target to improve attendance (to be reviewed in 6 school weeks).	Monitor weekly	Office	Monitor and review fortnightly.
Persistent Absence - monitor after first four weeks of school year and then half termly.	Monitor half termly	Headteacher	SAM meeting
Review impact of Stage 1 letter (and FLO phone call if appropriate) after two weeks. If unsatisfactory improvement, issue Stage 2 letter for attendance meeting (SAM) with FLO/HT and EWO when available.	Fortnightly	Office	Monitor and review every 4 weeks.
Reward good attendance through Class Attendance Certificate in Celebration Assembly <ul style="list-style-type: none"> <li>• over 96%</li> <li>• best in Key Stage 1 and EYFS AND best in Key Stage 2</li> <li>• 100%</li> </ul>	Weekly	Office	
Individual pupils - 100% Attendance Certificate	Termly	Office	
Attendance Review - Fortnightly with EWO/FLO/HT/KH and alternate weeks fortnightly FLO/KH	Weekly	Headteacher/EWO/ FLO/ Office	

Issue	Action	Letter	SAM	Referral to EWS
Late (after 8.45am).	Recorded in Late Register. L mark given on SIMS with minutes late.			
Late (after 9:00am).	Recorded in Late Register. U mark given on SIMS with minutes late and reason.			
Pupils arriving late three times in a fortnight.	MR/KH monitor and track.	Stage 1 late letter		
Pupils arriving persistently late (5-10 late marks over 4-6 weeks).	MR/KH monitor and track.		SAM - reduction in minutes late target to be set. Review after 2 weeks.	If issue unresolved.
Attendance below 96%.		Stage 1a letter		
Attendance between 90-94%.	FLO to contact home	Stage 1b letter with target to improve within 6 weeks.		
Persistent Absence - monitor after first four weeks of school year and then half termly.			SAM Review after 2 weeks.	If issue unresolved.
Broken weeks report: 3 or more separate absences within a rolling 6-week period (whether authorised or unauthorised) to trigger action by school (Stage 1, 2, 3 or fast track to EWS).		Stage 1- letter to parents		
10 consecutive days of unauthorised absence (with the exception of unauthorised holiday)	Report to FLO at Day 1. Report to EWS at Day 5 or sooner if known vulnerable family.			Fast track referral to EWS.
15 days consecutive days of illness				Inform EWS Team Leader. Pastoral Support Plan to be put in place to support child's learning whilst unable to access school.
Child missing from education	Day 1 am - Phone call and text from office. Day 1 pm - FLO informed, FLO attempts contact. Day 2 am - Phone call and text from office, if no response and family vulnerable or concern, FLO contacts EWS and undertakes an accompanied home visit. Day 3 - Repeat Day 2 and contact EWS if not already contacted and organise joint or school home visit.			

## Appendix 3: Application for leave of absence

As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. This may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school (see note below):

Name of Child:	Class:	
I am applying for leave of absence for my child from / to:	From: .....	To: .....
Number of school days that will be missed:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		
<b>This leave cannot be taken during the school holidays because:</b>		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer signature:		
Date of request:		
<b>OFFICE USE</b>		
Having considered your request carefully, my decision is	Authorised / Unauthorised	
Signed:		
Date:		

### TRUANCY PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carer, for each child for the period of absence from school. This will be issued as an alternative disposal to prosecution for failing to secure regular attendance at school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days, rising to £120 per pupil, per parent/carer if paid within 28 days.

Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months imprisonment.

**Please note there is no provision for payment of the penalty notice in instalments.**